

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: MAST International
 Region/Locality: South-side
 Period: Oct-04

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
Phase I					
(4)Review documentation	Dinwiddie			1	FY 06 Funding Submission
(10)T/C Meeting w/Public Officials	Dinwiddie			0.75	Update on status
(10)Correspondence w/InterAct	Dinwiddie			1.5	Connectivity Request
(4)On-site w/Gilbert	Farmville			1	FY 06 Funding Submission
(9)T/C Correspondence w/Emmy/Sprint	Farmville			0.75	Re: Trunk/Circuit/MSAG/CPE status
(10)T/C w/Peter McHale - Verizon	Farmville			0.25	Re: Phase I status
(10)Planning Meeting	Farmville			2.5	Phase I tasking/Gantt Review
(10)T/Cs Correspondence w/Sprint	Farmville			1.5	Re: Status of CPE installation/tasking
(10)T/Cs On-sites w/Gerry Spates/Gilbert Wood	Farmville			9.5	Re: Status of CPE installation/tasking
(5)Non-disclosure Agreements	Nottoway			0.5	Nextel
(10)T/C w/Sheriff Parrish	Nottoway			0.5	Re: dropped call issue
(10)T/C w/Gloria	Nottoway			1.75	Follow up on ALI display issue
(10)Logged/Mapped new Nextel tower	Nottoway			1	Tower # VA1712
(10)T/C F/U w/Ned - Sprint	Nottoway			2	Testing schedule/Wireless trunks
(14)Phase I testing and Follow up	Nottoway			4.5	Triton/Verizon
Phase II					
(1)Phase II mapping report/presentation	Amelia			4.5	For Board of Supervisors
(3)Phase II Service Rescind Letters	Amelia			2.5	To all WSPs
(4)On-site w/Bruce Almarode	Amelia			1.5	FY 06 Funding Submission/Mapping Appropriation
(5)T/C Sgt. Almarode ref. Nextel NDA	Amelia			0.25	Need to review and sign
(10)T/C w/Bruce Almarode	Amelia			0.25	Re: Unregistered ANI
(10)T/Cs Correspondence w/WSPs	Amelia			1.5	Re: Inquiry as to status Sprint/Alltel
(10)T/Cs On-site w/Sheriff/Sgt. Almarode	Amelia			1.5	Re: Status/Contract signing
(10)On-site for Board Presentation	Amelia			5.5	Re: Approving mapping/addressing
(11)Prepare and Finalize report for BOS	Amelia			3	Re: Phase II status
(11)T/C w/Bruce Almarode	Amelia			0.75	Re: Bogus E911 Calls
(15)Correspondence w/Bruce Almarode	Amelia			0.25	Re: Funding carry over letter
(3)Phase II Service Request Letters	Brunswick			0.25	Nextel
(5)Non-disclosure Agreements	Brunswick			0.5	Nextel

(10)On-site w/Maj. Roberts/Leslie	Brunswick			3	Re: Phase II testing
(10)T/C & Fax ref Follow-up info	Brunswick			0.25	Info for personnel Board mtg.
(10)T/C w/Maj. Roberts	Brunswick			0.25	Re: Alltel GPS phone for testing
(10)Prepare for Phase II testing	Brunswick			4.25	Verizon/Alltel
(10)Phase II testing follow up	Brunswick			3.25	Verizon/Alltel
(11)Prepare for PSAP Meeting/Training	Brunswick			3.25	Phase II Mapping/Program for new dispatchers
(13)Follow up re: Training	Brunswick			13	Phase II Mapping/Program for new dispatchers
(14)On-site for Phase II testing	Brunswick			23.5	Verizon/Alltel
(15)T/C Correspondence w/Dorothy	Brunswick			0.5	MAGIC summary report
(10)T/C w/Lisa	Charlotte			0.25	F/U on Steve's centerline E/M
(10)T/C and e-mail to Lisa Meyers	Charlotte			0.25	Board approval of mapping updates
(10)T/Cs Correspondence w/PSAP/Sprint	Cumberland			2	Phase II Testing Schedule
(1)T/C w/Ann Marie - InterAct	Dinwiddie			0.5	Re: Mapping Data/MSAG
(10)Tasking review	Dinwiddie			1.5	For Planning Meeting
(11)T/C Correspondence w/PSAP	Dinwiddie			0.25	Regional Meeting Follow up
(1)T/Cs Correspondence w/Ann Marie - InterAct	Farmville			1.75	Re: Mapping Installation
(1)MSAG review	Farmville			0.5	Data delays
(10)Review of InterAct project	Farmville			3	Status/Plan for mapping installation
(10)Coordination of Stakeholders	Farmville			2.5	Addressing implementation issues
(11)T/C Correspondence w/PSAP	Farmville			0.25	Regional Meeting Follow up
(1)T/C w/Allen	Halifax			0.5	Re: Mapping RFP Review
(10)T/C w/Allen	Halifax			0.25	Re: New Tower routing
(7)CAD/CPE interface	Mecklenburg			4	Issues/Testing
(8)T/C w/Linda	Mecklenburg			0.25	Re: Verizon tower # 120
(10)Prepare for Phase II testing	Mecklenburg			4.75	Verizon/Alltel
(10)Phase II testing follow up	Mecklenburg			2.75	Verizon/Alltel
(13)Follow up re: Training	Mecklenburg			1.25	Phase II Mapping/Program 5 dispatchers
(14)On-site for Phase II testing	Mecklenburg			13.25	Verizon/Alltel
(1)T/Cs w/County Administrator	Nottoway			1.5	Re: Mapping Award of Contract
(1)T/C w/John Prosis	Nottoway			0.5	Re: Board Meeting on T-1 line for mapping
(1)T/C Correspondence w/Chris - GeoComm	Nottoway			0.75	Re: Mapping Contract
(3)Phase II Service Request Letters	Nottoway			0.25	Nextel
(5)Review GeoComm contract	Nottoway			1	At request of County Administrator
(5)T/C w/Sheriff Parrish & email	Nottoway			0.75	Nextel Traffic routing & ESN info
(10)Tasking review	Nottoway			2	Phase II Implementation
(10)T/C w/John Prosis	Nottoway			0.5	Re: date of data completion from A&A
(10)Non-disclosure Agreements review	Nottoway			1	Nextel
(10)T/C & email PSAP/Ned Awad/Sprint	Nottoway			0.5	Coordination of Sprint Testing
(10)Email Inekke acknowledgement	Nottoway			0.25	Phase I Live in Nottoway
(11)T/C w/Ronnie Roark	Nottoway			0.25	GeoComm Contact info
(10)T/Cs Correspondence w/Stakeholders	Region			5.25	Re: Pam 02 interface/Mid-call re-bid issues
(10)T/Cs Correspondence w/WSPs/LECs	Region			2	Re: Updates/status
(10)T/C w/Emmy - Sprint	Region			0.5	Updates on S/R
(10)Follow up w/Alltel	Region			1.25	Trouble shooting implementation issues

(10)Coordinate documentation	Region			3.5	Re: PSAP Phase II issues
(10)Planning meetings	Region			1.5	Status/updates/tasking
(10)Nextel Correspondence	Region			0.5	Procedures/NDA
(10)Update Quick Reference Report	Region			3.75	With most current updates/changes
(10)Update WSPs/Vendor/PSAP Contact Sheet	Region			0.5	With most current updates/changes
(10)T/C TCS ref. Phase II Testing	Region			0.5	
(10)Create/Update Test drive results file	Region			3	With most current updates/changes
(10)Update Phase II testing schedule	Region			1.5	With most current updates/changes
(10)Update Deployment Tracker	Region			1	With most current updates/changes
(10)Weekly Contact Calls	Region			6.25	Prepare/Conduct/Follow up
(10)Review Nextel subpoena and court order	Region			1	
(10)Update Service Request Tracker	Region			0.75	With most current updates/changes
(11)T/C w/Emmy - Sprint	Region			0.5	Appointments re: Mated Tandems
(11)Southside Regional Meeting	Region			14.25	Prepare/Agenda/Notify/Conduct/Follow up
(11)Monthly Newsletter	Region			5	Create/Format/Mail
(12)Reviewed nena.org	Region			0.5	Re: Info/New Updates/Minutes
(12)Daily and Monthly Activity reports	Region			14.75	Enter information/calculate hours/review
(12)Attend APCO/NENA Fall Conference	Region			13.5	
(12)Meeting w/Steve Marzolf	Region			1.25	Re: Planning/Summary issues
(12)Review va911.org	Region			0.5	Re: Info/New Updates/Minutes
(12)Update Wireless Board Summary Reports	Region			3	With most current updates/changes
(13)Create Dispatcher Training CD	Region			19.75	CD for Steve Marzolf & PSAPs/Re-bid issues
(13)Research information	Region			0.5	Re: Comm. Center SOP
(14)T/C w/Japh Langhat - Alltel	Region			0.25	Confirm Phase II testing dates
(14)Review testing schedule	Region			0.25	Phase II
			0	258.25	

Completed Tasks					
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments

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